



Norwalk Park and Recreation Department  
1104 Sunset Drive Norwalk, IA 50211  
515.981.9206

## Park Shelter House Reservation

The park shelter house(s) may be reserved starting the first business day of the new year. You may reserve a shelter house online on our website [www.norwalkparks.org](http://www.norwalkparks.org) or stop by the Norwalk Parks and Recreation office during regular business hours (8:00am to 4:30pm, Monday through Friday). The date and/or time of the reservation will not be guaranteed until payment and form have been received by the Park and Recreation Department. There is 30 minutes between each reservation to allow for clean up. The shelter house(s) may be reserved for any day of the week during the hours of 8:00am and 9:00pm (Park hours are sunrise to sunset.)

The registration fee will be returned only for the following reasons:

- The registrant notifies the Parks and Recreation office of the cancellation during regular business hours at least 48 hours in advance of the reservation date.
- The Parks and Recreation Director or designated employee cancels reservation due to unforeseen conditions, i.e., lightning, adverse weather conditions, problems with the facility, scheduling conflicts, etc.

**City Park:** \$15.00 for four hours; \$10.00 for each additional four hours

**Billy O Phillips:** \$15.00 for four hours; \$10.00 for each additional four hours

**Warrior Park:** \$15.00 for four hours; \$10.00 for each additional four hours

**Windflower Park\*:** w/o kitchen \$15.00 for four hours; \$10.00 for each additional four hours

**Windflower Park\*:** w/kitchen \$10.00 per hour, plus \$25.00 deposit; deposit will be returned if clean and no damage.

\*Electric outlets only available with kitchen rental

**\*\*Absolutely NO ALCOHOL or SMOKING is allowed in any of Norwalk's parks!\*\***

Please circle park you wish to reserve:    City Park    Billy O Phillips Park    Warrior Park    Windflower Park

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Time requested:    8:00 am - 12:00 pm    12:30 pm - 4:30 pm    5:00 pm - 9:00 pm  
(circle time(s) preferred)

What do you want the sign to read?

(Examples: Smith Family Reunion, Tommy's 5th Birthday party, 1989 Class Reunion.)

\_\_\_\_\_  
I/We agree to leave the shelter house and picnic tables in the condition I/We found them. I/We also agree to dispose of trash in the designated trash containers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY: 430.4310

Rental CK# \_\_\_\_\_ Cash    CC    Amount \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Deposit CK# \_\_\_\_\_ Amount \_\_\_\_\_ Date returned \_\_\_\_\_

CC # \_\_\_\_\_ Expires \_\_\_\_\_ CVC \_\_\_\_\_

Rev 03/20